

**Manchester District Library
Meeting Minutes April 22, 2019**

I. Call to order 7pm. Present Layher, Nelson, Seguin, Cook, Krause, Swanson, Davis

II. Approval of agenda

III. Approval of minutes – March,25 2019 Cook Moves to Approve, Layher Seconds

IV. Correspondence NONE

V. Public Comment NONE

VI. Director's Report ATTACHED

a) report

a. Buying new computers, 13 computers, monitors, new server

b. QUOTE: \$14,189.17

b) fine free kids

a. Fine free for the summer for children's books

b. 6 libraries within TLN which have gone fine free

c. Not to include DVDs

d. An experiment to see how it goes

e. Lost and damaged items will still be charged for replacement

f. Lost is declared lost 30 days after the due date, then it is charged for replacement

g. Start the first part of June, to prepare for Summer Reading, end experiment September 1st, when school comes back into session

VII. Financial Report

a) report, bills MOVE to PAY: Seguin SECOND: Swanson

Aye: Layher, Nelson, Seguin, Cook, Krause, Swanson, Davis

Nay: None

c) Adjust budget

a. Move \$10,300 from Contingency Fund (170-956) to Tech Hardware (170-771) (to pay for the new computers)

i. Seguin Move, Swanson Seconds

Vote: Aye: Layher, Nelson, Seguin, Cook, Krause, Swanson, Davis

b. Move money from Building Fund (170-985) (\$13,530) into a CD

VIII. Committee Report NONE

IX. Old Business - next years proposed budget

A. Youth Services Expansion

a. \$20/Hour for an MLS part time Librarian (~\$20k per year for Half Time)

b. Scholastic Webcast for Multi Author Experiences

c. Seeking ways to expand programming and staff engagement

B. Fiber Optic Expansion (Find out cost?)

a. Fritz Contact Nick about School Fiber

b. Kathy Contact TLN about buying our own Fiber

C. Cook Moves to put \$20,800 into Youth Services Salaries in anticipation of expanding that staff, Swanson Seconds

a. Aye: Cook, Nelson, Krause, Seguin, Davis

b. Nay: Layher

D. Lease:

a. 5 years ago, we developed a new lease after the first one expired

b. Negotiations lead by Gary Seguin

c. 2 years remain on lease

d. Terrorism Clause in contract (Gary expresses concern), Jeff Wallace has provisionally agreed to remove this clause, Jeff and Gary will seek to finalize lease

X. New Business – NONE

XI. Adjourn 7:45pm

**Manchester District Library
Meeting Minutes May 20, 2019**

I. Call to order 7pm

Present:

Krause, Seguin, Nelson, Layher, Swanson, Davis

Absent: Cook

II. Approval of agenda

Nelson Moves to Accept, Layher Seconds, all approve

III. Approval of minutes – April,22 2019

Layher Moves, Seguin Seconds. All vote to accept

IV. Correspondence

Suttons not equipped to insure us

Kathy seeking quote from other providers

V. Public Comment NONE

VI. Director's Report ATTACHED

VII. Financial Report

Seguin Moves to Pay the Bills

Layher Seconds

All vote Aye

VIII. Committee Report

IX. Old Business - next years proposed budget

Increase Clinton Library by \$3k (bringing expense inline with increased tax revenue)

Reduce Building Fund by \$3k

Seguin Moves, Nelson Seconds

All vote Aye

X. New Business –

XI. Adjourn 7:30pm

MANCHESTER DISTRICT LIBRARY

MEETING MINUTES OF JUNE 24,2019

Attending: Layher, Nelson, Seguin, (later by phone) Davis

Absent: Cook, Krause, Swanson

As there was no quorum available the Board chose to discuss upcoming church socials then look at the list of bills.

The bills were amended to move American Library Assoc. dues from the programs line to the Prof Fees-Memberships line.

Then a motion by Layher, seconded by Seguin to pay the bills. Ayes:Layher, Nelson, Seguin and Davis(by speaker phone). Nays: none.

The meeting was adjourned and we went home.

Keeper of the Buckskin,

Gary Seguin

**Manchester District Library
Meeting Agenda July 22, 2019**

I. Call to order: 7:06pm

Present: Cook, Layher, Davis, Krause, Seguin

Absent: David Nelson

II. Approval of agenda APPROVED

III. Approval of minutes

a) May,20 2019 Seguin Moves, Layher Seconds. Approved

b) June 24, 2019 Layher Moves, Seguin Seconds. Approved

IV. Correspondence

None

V. Public Comment

None

VI. Director's Report. Attached

**VII. Financial Report Cook moves to pay the bills, Davis Seconds
Approved**

VIII. Committee Report

IX. Old Business

X. New Business –property purchase

Seguin moves to go to closed session

Krause seconds

Closed Session Discussio

XI. Adjourn: 8:29pm

Manchester District Library
Meeting Minutes August 26, 2019

I. Call to order

7:05pm

Present: Gary Seguin, David Nelson, Jan Davis, Chris Krause, Susan Layher, Fritz Swanson

Absent: Matthew Cook

II. Approval of agenda APPROVED

III. Approval of minutes- July 22, 2019 Layher Moves, Seguin Seconds. APPROVED

IV. Correspondence –Library of Michigan

State Library tells us that we will be losing State Aid because our director does not have the necessary graduate degree. State Aid would have been ~\$6000 per year, plus another ~\$6000 a year to TLN. We are a Class III Public Library and we need a director possessing at least a “level 3 certificate” (a bachelor’s degree and the Library of Michigan workshop). We choose to take no action

V. Public Comment NONE

VI. Director’s Report. ATTACHED

VII. Financial Report --Seguin Moves, Krause Seconds to Pay the Bills

APPROVED

VIII. Committee Report NONE

IX. Old Business –property purchase

Library Declines to Take on The Ackerson Building

Maintenance issues, reconfiguring costs, and parking lot refurbishment costs are all concerns. Also, aesthetics of the building are a concern.

The library was grateful for the opportunity to explore the possibility.

X. New Business –staff raises

Finance Committee proposes across the board 2.5% raise to all 9 hourly staff members to keep up with inflation

Plus a \$1000 merit bonus fund.

Swanson Moves to Approve, Davis Seconds

APPROVED by all Board Members

Youth Librarian

HR and Kathy to convene on the Youth Services Librarian Question to be discussed at September Board Meeting

XI. Adjourn 8:10pm

Manchester District Library
Meeting Minutes September 23, 2019

I. Call to order 7pm

Present: Matt Cook, Gary Seguin, Susan Layher, David Nelson, Fritz Swanson, Chris Krause

Absent: Janet Davis

II. Approval of agenda Layher Moves, Cook Seconds. All Approve

III. Approval of minutes- August 26, 2019 Seguin Moves, Krause Seconds

All Approve, except Cook who abstains

IV. Correspondence None

V. Public Comment

Shannon Brown

Presentation on the Dolly Parton Library Program

From birth to age 5, child in Zip code gets free book every month

High Quality Books

Sent directly to child's name

Manchester Ladies Society will be the 501 3c Partner

Needs a founding sponsor

\$25 per child, per year

1st year 25% ~\$600 ish

2nd year 40% signup

5th year 60% (Considered the standard high-end signup rate)

If 100% signed up ~\$4000+ per year

Multiple Kids in a Family will not get repeat books (except specific books)

Non-Deliverable books would go to Ladies Society

DPLP Provides Flyers and informational material to take to school, and the hold events

Payment made monthly, billed according to enrollment

324 Kids under 5 in 48158 Zip Code according to DPLP, using Census data

Gary moves, Matt seconds

to Pledge up to \$800 for the first year of the Dolly Parton Imagination Library,

managed by the Manchester Ladies Society. Money to be taken from the Programs Budget Line.

Bridgewater Township Applicant, Jackie Bonner. Visiting to view board meeting.

VI. Director's Report: Attached

VII. Financial Report

Gary moves, Matt seconds

that we move \$200k from Checking to a short-term CD to get us to December

when Tax Money Starts coming in.

Yes: Krause, Nelson, Cook, Swanson, Layher

Matt moves, Gary seconds to Pay the Bills

Yes: Krause, Nelson, Cook, Swanson, Layher

VIII. Committee Report

IX. Old Business – Youth Librarian position
90% done with posting, will be finished by October
Get draft to board via email ahead of October Meeting

X. New Business NONE

XI. Adjourn 7:47pm
Gary Moves, Layher Seconds

Manchester District Library
Meeting Minutes October 28, 2019

- I. Call to order 7:05pm
Attendance: Cook, Seguin, Layher, Krause, Nelson, Davis, Swanson
- II. Approval of agenda Approved
- III. Approval of minutes – September 23, 2019
Matt Cook Moves to Approve, Gary Seconds
All vote in favor
- IV. Correspondence NONE
- V. Public Comment NONE
- VI. Director’s Report ATTACHED
- VII. Financial Report
Gary Seguin Moves to Pay the Bills, Chris Krause Seconds
All Vote Yes
- VIII. Committee Report NONE
- IX. Old Business – Youth Librarian position
Kathy to Post, and to Meet with HR about staff reorganization.
- X. New Business
- XI. Adjourn 7:36pm

Manchester District Library
Meeting Minutes November 25, 2019

Present: Gary Seguin, Matt Cook, David Nelson,
Fritz Swanson, Susan Layher, Jan Davis

- I. Call to order 7:01pm
- II. Approval of agenda
Cook Moved, Seguin Seconds, Approved
- III. Approval of minutes – October 28, 2019
Cook Moves, Dave Seconds Approved
- IV. Correspondence None
- V. Public Comment None
- VI. Director's Report. ATTACHED
Discussion of whether we should eliminate fines on books
Board asks Kathy to present a proposal for consideration
- VII. Financial Report
Cook Moves, Seguin Seconds
Aye: All
No: None
- VIII. Committee Report NONE
- IX. Old Business NONE
- X. New Business
December Meeting, 23rd (bare quorum)
- XI. Adjourn 7:25pm

Manchester District Library

Meeting Minutes -December 23, 2019

Attendance: Cook, Davis (phone audio), Krause, Nelson, Seguin

Absent: Swanson, Layher

- I. Call to order – 7:10 pm
- II. Approval of agenda- a - move Cook , second Nelson, All in favor (amend date needed)
- III. Approval of amended (added Krause in attendance) minutes November 28, 2018- move Cook, second Nelson, All in favor
- IV. Correspondence- none
- V. Public Comment- none
- VI. Director's Report-full report attached
- VII. Financial Report- presented by Nelson. Seguin moves to pay the bills, Nelson seconds. All in favor.
- VIII. Old Business – none
- IX. New Business- none
- X. Ajourn-7:21

Keeper of the Buckskin;

Gary Seguin